

Becoming a **Better** Business Partner



Who?

King County - We are working to be a better business partner! We are implementing a single new financial system that will improve ordering, speed approvals and support timely payments.

Why?

As part of Executive Constantine's strategic plan, we are striving for service excellence and financial stewardship. We want to make it easier for you to do business with us. The county has done business in two financial systems for many years. Our new single system will simplify our processes, and shorten our procure to pay cycle times.

When?

On January 3rd the county will begin transacting in the new system.

How will it affect my business?

The new single system will simplify our processes, centralize invoice processing, and support timely payments. Some contract numbering will change, if your current contract starts with a letter rather than a digit. The county has started issuing new contract numbers, and if you are affected you will receive a new number from the county.

What is next?

Procurement and Contract Services will continue to communicate the changes to you over the next several months, up to and after we go live with our new system. Stay tuned! We will post information to our web site, and you may receive information via email as well. If you have questions, please call 206-263-9400 for assistance.



Becoming a **Better** Business Partner



King County is installing a new financial system that will help to speed payment processing. This new electronic ordering system streamlines the ordering and payment steps.

Orders:

First, most orders will now be placed for goods or services with a purchase order, referencing your contract if applicable. That means that instead of phone order, faxes of notes or catalog pages, your company will receive a purchase order – electronically. You can receive them through email or fax.

Invoices:

Invoices will now be sent to King County Accounts Payable directly. Each invoice should reference the purchase order number, and be mailed to:

King County Accounts Payable
401 Fifth Ave, MS CNK-ES-0323
Seattle, WA 98104

Agencies will no longer have to receive and process invoices in their offices, and then send them to AP for processing. This one stop for invoicing means speedier payments for you! Agencies with special reporting may require a copy of the invoice sent to them as well.

For more information, call **Michael Bacnis, 206-263-9269**

<http://financeweb.metrokc.gov/procurement/>



Becoming a **Better** Business Partner



If you have an Architectural/Engineering (E), Professional (P) Consultant, Construction (C), Public or Health Service (D) contract with the County **this message is just for you.**

The County is implementing a new financial system very shortly. As a result certain financial transactions must be completed in a more expedited fashion. At a certain point, some types of transactions will be closed down to allow for data migration.

To ensure payment for your **NOVEMBER** contract services in 2011; you must make sure your invoices, ***up to and including your November invoice, billing or request for payment is received by the County agency or department NO later than December 8th, 2011.***

Invoices must be reviewed, approved and entered into our current financial system in order to ensure a payment gets made to you before we close it down for data migration.

Your December 2011 invoices should be submitted on your normal schedule in January.

Visit our web site at www.kingcounty.gov/procurement

